



# Condition Report Instructions

1. Prepare your space.
2. Gather your materials (Soft lead pencils, Condition report examination forms, Camera, Cloth tape, Measuring tape/calipers/ruler, Gloves (nitrile/latex), Raking light source).
3. Fill out the form as thoroughly as you can.

## **Describing Damage:**

- Document from general to specific
  - Example: “Object yellowed overall, especially in BR corner”
- Degrees of severity (negligible, slight, moderate, marked, extreme, etc.)
- Include both written description of damage and indicate area(s) of damage on photograph or drawing
- If you are unsure if a condition is due to damage or inherent to the piece (i.e. cockling from a work on paper drying vs. water damage) include it on the condition report. You can always note ‘possibly inherent’ if it is unclear.

## **Types of Damage:**

- What is the nature of the damage?
- Describe damage in terms of texture, color, shape, odor, and other physical properties  
Use a glossary to assign descriptive terms specific to the type of object
- Indicate speculative assessments with a question mark and terms like “possibly” and “probably”